

SUPPLEMENTAL JOB DESCRIPTION

Classification: MEDICAL SERVICES CONSULTANT I

Function Code: 6218-048

Position Title: Long Term Care Nurse

Date Established: 08/15/88

Position Number: 30918

Date of Last Amendment: 9/12/06

SCOPE OF WORK: Conducts medical assessments for Medicaid nursing facility services and the Home and Community Based Services for the Elderly and Chronically Ill (HCBC-ECI) program, determines medical eligibility, and authorizes recommended services. Works under the direction of a nurse supervisor as a member of regional LTC nurse team with functions occurring primarily in community based settings.

ACCOUNTABILITIES:

- Reviews, evaluates and analyzes medical information for the purpose of determining medical eligibility for long term care services for the elderly and adults with disabilities and chronic illness.
- Communicates the determination outcome of applicant's eligibility for long-term care services to client, referring agencies, and other staff as indicated.
- Consults with and educates internal and external partners on policy, regulation, guidelines and other essential information associated with Medical Determination and related processes.
- Participates in Administrative Appeals hearings and other legal transactions as delegated.
- Make recommendations for Long Term Care policy and rule changes.
- Participates in quality improvement initiatives such as recommending improvement processes, tools, measuring outcomes and participation in quality improvement work groups.
- Consults with DHHS agencies such as PASARR, Medicaid Administrative unit, BII, DD and BH bureaus as indicated within scope of duties.
- Conducts reviews and authorizes long-term care including services requiring prior authorization such as Private duty nursing and other services as indicated.
- Consults with HCBC-ECI nurses on all cases currently receiving or applying for community-based services.
- Participates in multidisciplinary work groups that assess risk, complexities in medical needs and service provision as delegated.
- Maintains medical records and other information systems according to defined Federal and Department requirements.

MINIMUM QUALIFICATIONS:

Education: Graduation from a recognized nursing program.

Experience: Three years' experience as an RN, at least one year of which shall have in community nursing, geriatrics or long term care.

License/Certification: Current New Hampshire Registered Nurse license required. Valid driver's license and/or access to transportation for use in statewide travel.

DISCLAIMER STATEMENT: The supplemental job description lists typical examples of work and is not intended to include every job duty and responsibility specific to a position. An employee may be required to perform other related duties not listed on the supplemental job description provided that such duties are characteristic of that classification.

SIGNATURES:

I have reviewed this job description for content.

Reviewer's Name, Title & Position #: Doug McNutt, BEAS Bureau Chief, #30316

Reviewer's Signature

Date Reviewed

I have reviewed the content of the above job description with my supervisor.

Employee's Name and Signature

Date

I have discussed the work responsibilities outlined by the job description with the above employee.

Supervisor's Name, Title, Position #: Shirley Tinker, Long Term Care Nurse Supervisor, #16120

Supervisor's Signature

Date Reviewed

Division of Personnel

Date Approved